

### INTRODUCTION

Applicants should read all seven sections of this guidance BEFORE completing the licensing application form. The CLC uses one application form and applicants are able to use this form to apply for licences issued by the CLC, including:

- Conveyancing Employed Licence
  - Conveyancing Manager Licence
  - Probate Employed Licence
  - Probate Manager Licence
- AND
- A Manager Designation of a CLC licensed Practice *\*Authorised Person licenced by a regulator not the CLC ONLY*

Applicants seeking to apply:

- for a CLC licence, licensed by an Approved Regulator, other than the CLC, should complete and submit the entire application form
- for a further licence for either Probate or Conveyancing, and who already hold a CLC Licence, should complete and submit the entire application form.

**Individuals who are Authorised Persons and are planning to hold Manager Designation in a CLC regulated Practice, should read the entire form and complete sections 1, 2, 3 and 7 ONLY.**

Individuals wishing to change the scope of a current CLC Licence should follow the instructions set out in Section 6 in this guidance, For example individuals wishing to change from a:

- Conveyancing Employed to a Conveyancing Managers Licence; or Conveyancing Managers to a Conveyancing Employed Licence.

### EMPLOYED AND MANAGER LICENCES

Most applicants applying for a first licence should apply for an employed licence. However, individuals who are partners or directors in a practice; or individuals who are members of an LLP should apply for a manager licence.

**You are required to satisfy the Council that you are a fit and proper person to be granted a licence in accordance with section 15(1) of the Administration of Justice Act 1985.**



## GUIDANCE FOR APPLICANTS

### 1. BEFORE SUBMITTING AN APPLICATION

**1.1 Proof of Identity:** All applicants must provide three separate forms of proof of identity. **These documents will be uploaded onto the Experian system and must be sent as individual scanned or printed copies.**

- **One** copy proof of your personal identity, such as a copy of a current Passport or photo driving licence.
- **Two** proofs of your current address, such as utility bill, bank statement, Mortgage statement, or official letter (from HMRC) in your name; OR, a letter from a Landlord confirming your Tenancy agreement. **No older than three months.**

Copy proofs of identity need to be certified by an independent regulated professional (not associated to the current business) such as a Licensed Conveyancer, Accountant, Barrister, Notary or Solicitor, and stating the following her/his –

- Name (in capitals)
- Signature
- Date
- Licence or registration number:
- Business address
- Statement to the effect that the document is certified as true copy of the original.

**1.2 Education and Qualifications:** Applicants' professional qualifications must meet the CLC threshold education and training requirements. Applicants should compare their qualifications against the example routes in appendix 1 of the guidance. If applicants are unable to find the professional qualifications they hold in the listed examples please contact the Trainee Lawyer Team on **0207 250 8465** before continuing with the application.

**1.3 Statement of Practical Experience:** All applicants must provide a certified Statement of Practical Experience relevant to the licence they are applying for i.e. conveyancing or probate.

This is a statement which confirms you have been in full or part-time, paid or voluntary employment assisting in the provision of conveyancing/probate services for at least 1200 chargeable hours; based on 25 supervised hours a week for 48 weeks, certified by an "Authorised Person" i.e. a licensed conveyancer, a solicitor or a FCILEX licensed to offer conveyancing/probate services directly to the public.

**Statements must be certified within the two year period prior to the date of submission of your application.**



**1.4** Applicants licenced by the CLC wishing to change the scope of their current CLC licence DO NOT need to provide a verified Statement of Practical Experience. See section 6.3.

**1.5** Where appropriate conveyancing or probate supervision **cannot** be provided by the [CLC] Lawyer's employer other appropriate supervision arrangements must be secured from another appropriate business; and be agreed with the CLC **BEFORE** the period of practical experience begins and any conveyancing/probate services are provided to the public. Email [traineelawyer@clcuk.org](mailto:traineelawyer@clcuk.org)

## 2. SUBMITTING AN APPLICATION

**2.1 Documentation check list:** Ensure all mandatory documentation is numbered, listed and submitted along with the main application form. These include:

- a) One certified proof of Identity
- b) Two certified proofs of current address
- c) Certificate(s) of Education and Training
- d) Statement of Practical Experience (certified within a two year period prior to the date of submission of your application)
- e) Any supporting documentation relating to conduct, financial and mental health disclosures.

**2.2** Individual applications, not associated to a practice application must be submitted by email ONLY to [licensing@clc-uk.org](mailto:licensing@clc-uk.org). Applicants must include a covering email listing ALL of the documentation submitted in support of the licensing application. **Incomplete applications will be returned unprocessed.**

Once your application has been checked as complete we will email you setting out the application fee and the charges for carrying out the standard criminal and credit checks. The email will contain a link to a payment basket for you to pay these fees by credit or debit card.

**2.3 A credit or debit card held in ANY name can be used to make payment; such as a company or employer bank account.**

**2.4** Individual applications associated to a practice application (ABS or Recognised Body) MUST be submitted in hard copy and included in the document bundle making up the practice application.

## 3. STANDARD CHECKS

**3.1 Criminal Records Checks and Disclosure and Barring Service Checks:** CLC Licences are subject to the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.

Therefore, the CLC will carry out:

- a) a Criminal Record Check (CRC) against employed licence applicants and individuals with a disclosed financial interest in an ABS application;

- b) a Disclosure and Barring Service (DBS) Standard Check against manager licence and individuals wishing to transfer from an employed to a manager licence.

CRC Certificates are issued directly to the individual by the authorising service. CRC certificates must be provided to the CLC in order to progress your application. DBS certificates are issued directly to the CLC by the authorising service.

**3.1 Credit Checks:** The CLC will carry out Credit Checks with an approved Credit Agency on individuals applying for:

- a Manager Licence (conveyancing and probate);
- a Employed Licence (conveyancing and probate);
- a change from a current CLC Employed Licence to a CLC Manager Licence; and a Manger Designation in a CLC Licensed Practice.

The fee charged by credit agencies varies depending on the number and type of checks needed to process individual applications and may include the following:

- CRC (Employed Licence) and DBS (Manager Licence)
- Identity
- Sanctions Check
- Directors search
- Personal/company finance

Applicants will be required to provide a number of documents to enable the credit agency to carry out their investigation and to provide the report to the CLC.

Applicants should provide documentation and any authorisations within 5 working days to avoid delaying the licence application process. Applicants who have not responded within 10 working days will have their application returned unprocessed and will be charged any costs incurred.

Note: The Credit Agency will ask you to provide a **second set of certified documents** as part of their standard identify checks. Documents submitted to the CLC as proof of identify **cannot** be forwarded to the Credit Agency.

Typically, checks take three to four weeks and will only progress after you have provided certified copies of your ID to the Credit Agency. If you are not on the electoral roll the Credit Agency may request further documentation. Queries relating to the standard checks should be made directly to the Credit Agency.

#### 4. PROCESSING APPLICATIONS

CLC will confirm receipt of applications by email. Incomplete applications will be returned by email unprocessed within 14 days. Applicants will receive an email informing them that their application is

incomplete and asking them to resubmit another fully completed application form. The CLC does not accept documentation submitted independently from the main application form. Applicants should double check applications before submission to ensure that all documentation and information is provided and correct.

The time needed to process applications depends on the level of information submitted and whether any further investigation or verification of that information is required beyond the CLC's standard checks. The CLC endeavours to process non-complex applications within 42 days, or before. Applicants will only be contacted by the CLC during this time if the CLC believes that further investigation is needed to verify any supporting documentation or information provided by the applicant. Applicants not contacted during this time should presume their application is progressing satisfactorily.

CLC manager licence and manager designation applications submitted as part of an entity application (to be licensed as a CLC Recognised Body or as an ABS) will be considered and processed with the entity application and may take longer to process.

### 5. NOTIFYING APPLICANTS ABOUT THE OUTCOME OF APPLICATIONS

The CLC will notify applicants about the outcome of their applications by email. The email will notify you of your new licence number and provide details of the total licensing fee and instructions how it should be paid.

On receipt of payment the CLC will email your new licence to you. Your CLC licence should be displayed in your office.

All licensing application queries must be made by email to [licensing@clc-uk.org](mailto:licensing@clc-uk.org). Please ensure your full name preceded by LICENSING APPLICATION QUERY in CAPITALS is included in the email subject area. The CLC will respond to applicant's enquiries using the preferred email address as stated on the original application form unless otherwise notified.

### 6. CHANGE OF AN EXISTING CLC LICENCE

**6.1 Manager Licence:** Individuals wishing to change from a current CLC Employed Licence to a CLC Manager Licence should complete a CLC Licence Change Request form (from employed to manager).

**6.2 Employed Licence:** Individuals wishing to change from a current CLC Manager Licence to a CLC Employed Licence should complete an Employed Licence Change form (from manager to employed).

**6.3 Evidence of Qualifying Employment:** Applicants licenced by the CLC wishing to change the scope of their current licence DO NOT need to provide a verified Statement of Practical Experience. Applicants must provide a current CV and if appropriate, confirmation from the firm/employer of the appointment to partner/director.



### 7. CHANGES AND HOW TO NOTIFY THE CLC

The CLC will always verify any requests it receives to amend the information it holds about licence applicants and licensees. This information might include change of name, address or employment. If you need to make any changes to the information we hold about you please call the licensing team on **0207 250 8465** - who will then email you to verify and record any changes to your account details.

You must notify the CLC immediately of any changes to the information provided the Licensing Application. **Failure to do so will result in delaying the processing of your application or result in a review of any decision made by the CLC.**

### 8. FEES

All licence applications are subject to a **non-refundable** administration fee, plus any costs for Credits Checks and is payable after the application has been submitted and verified as complete. Payment must be made by debit or credit card. **Note: A credit or debit card held in ANY name can be used to make payment.**

Request for a manager licence	<b>£150.00</b>
To change from a current CLC employed licence to a CLC manager licence	<b>£75.00</b>
Request for an employed licence	<b>£75.00</b>
Request to add conveyancing or probate to an existing licence	<b>£75.00</b>
To change from a current CLC manager licence to a CLC employed licence	<b>No Charge</b>
Notifying the CLC of any changes (outlined in section 7)	<b>No Charge</b>

Manager licence applications and licence change requests require credit checks. Please read **Section 3** (3.1 and 3.2 criminal and credit checks).

CLC calculates the first annual licence fee on a pro-rata basis (1<sup>st</sup> of the month at the date of issue to 1<sup>st</sup> November same year).

#### CLC Licence fees are as follows:

<b>CLC licence for</b> 1. conveyancing; OR 2. probate; OR	<b>£400.00</b>
3. conveyancing AND probate services	<b>£475.00</b>

Individual licensing fees can only be paid by credit or debit card.



## 9. DEFINITION OF A MANAGER

9.1 A 'manager' is defined as a person who is:

- a) if the body is a limited company, a director of the body listed on Companies House;
- b) if the body is a partnership, a person held out as a partner (who may be an equity or salaried partner e.g. listed as a partner on the firm's headed paper);
- c) if the body is a Limited Liability Partnership, an LLP member listed on Companies House; d) Sole Practitioner.

## APPENDIX 1 Education and Qualifications Combinations

### PROBATE

Examples of appropriate combinations of professional qualifications

#### Route 1

Current Qualifications	Further Study Required
CLC/SQA Probate Law and Practice Diploma Level 6  Solicitors with a current Practising Certificate who have appropriate occupational experience	NONE
CLC Licensed Conveyancer	CLC/SQA Probate Law and Practice Diploma Level 6  Units: <ul style="list-style-type: none"> <li>• Law of Wills, Succession and Grants of Representation</li> <li>• The Administration of Estates</li> </ul>
CLC/SQA Probate Law and Practice Diploma Level 4	CLC/SQA Probate Law and Practice Diploma Level 6

#### Route 2

Current Qualifications	Further Study Required
------------------------	------------------------



<p>CILEX Level 6 Diploma in Law and Practice:- to include units</p> <ul style="list-style-type: none"> <li>• 14 Law of Wills and Succession</li> <li>• 20 Probate Practice</li> </ul>	<p>CLC/SQA Probate Law and Practice Diploma Level 6</p> <p>Unit: Managing Client and Office Accounts (Probate)</p>
<p>Legal Practice Course (LPC) :- to include elective</p> <ul style="list-style-type: none"> <li>□ Wills and Administration of Estates</li> </ul>	

### Route 3

Current Qualifications	Further Study Required
STEP Diploma in Trusts and Estates (England and Wales)	None, please speak directly with the Licensing team.
STEP Diploma in Will Preparation (England and Wales)	

### Route 4

Current Qualifications	Further Study Required
STEP Certificate in Trust and Estates	<p>CLC/SQA Probate Law and Practice Diploma Level 4</p> <p>Units:</p> <ul style="list-style-type: none"> <li>• Law of Contract</li> <li>• Land Law</li> <li>• Understanding accounting procedures for probate transactions</li> </ul> <p>Followed by CLC/SQA Probate Law and Practice Diploma Level 6</p>

## CONVEYANCING

### Examples of appropriate combinations of professional qualifications Route 5

Current Qualifications	Further Study Required
<p>CLC/SQA Conveyancing Law and Practice Diploma Level 6</p> <p>CLC Licensed Conveyancer Apprenticeship Level 6</p> <p>Solicitors with a current Practising Certificate who have appropriate occupational experience.</p>	None





### Route 6

Current Qualifications	Further Study Required
CLC/SQA Conveyancing Law and Practice Diploma Level 4  OR CLC Conveyancing Technician Apprenticeship Level 4  OR Law Degree; or Post-Graduate Diploma in Law (GDL)/LLB; or Common Professional Examination CPE	CLC/SQA Conveyancing Law and Practice Diploma Level 6  OR  CLC Licensed Conveyancer Apprenticeship Level 6

### Route 7

Current Qualifications	Further Study Required
CILEX Level 3 Certificate/Diploma in Law	CLC/SQA Conveyancing Law and Practice Diploma Level 4 and Diploma Level 6  OR  CLC Licenced Conveyancer Apprenticeship Level 6
CILEX Level 6 Diploma in law and Practice:- to Include Units <ul style="list-style-type: none"> <li>• 2. Contract law</li> <li>• 9. Land Law</li> <li>• 17. Conveyancing</li> </ul> OR Legal Practice Course (LPC)	CLC/SQA Conveyancing Law and Practice Diploma Level 6  Units: <ul style="list-style-type: none"> <li>• Landlord and Tenant</li> <li>• Managing Client and Office Accounts (conveyancing)</li> </ul>



Law Degree (LLB/GLD); AND have passed a LPC; AND have passed the Advanced/Commercial Property Law Elective	CLC/SQA Conveyancing Law and Practice Diploma Level 6
OR Qualified Fellow of the Chartered Institute of Legal Executives (please see CLC's Statement of Practical Experience)	Unit: <input type="checkbox"/> Managing Client and Office Accounts (conveyancing)

## Education and Training Guidance

### Qualified Lawyers

Solicitors and FCILEx with a current practising certificate wishing to apply to the CLC for a Conveyancing or Probate Licence will be exempted from the Level 4 stage of the educational requirements.

Depending on prior learning you may also be entitled to exemption from one or more units in the Level 6 stage of the educational requirements, **although ALL FCILEx wishing to apply to the CLC for a licence must as a minimum complete Unit 3: Managing Client and Office Accounts (Conveyancing or Probate)** relevant to the licence (conveyancing or probate) you intend to apply for.

Solicitors with a **current Practising Certificate** who are able to demonstrate an appropriate level of occupational experience in conveyancing and or probate (relevant to licence you intend to apply for) are exempt from any further educational requirements. However, Solicitors **must** complete a verified Statement of Practical Experience. See below.

Before contacting an approved training provider please email [traineelawyer@clc-uk.org](mailto:traineelawyer@clc-uk.org) and include in the subject heading: **Solicitor or CILEx CLC education query** attaching all qualification certificates and/or Law/GDL/ degree transcripts. You will be advised which units you must complete on the Level 6 Diplomas (conveyancing and/or probate) in order to meet the educational requirement to apply to become a CLC Lawyer (conveyancing and/or probate).

### CLC Lawyers

**Licensed Conveyancers** wishing to apply to the CLC for a Probate Licence:

- (a) are NOT required to pass the Diploma in Probate Law and Practice Level 4, but
- (b) must complete the following two units in the Diploma in Probate Law and Practice, Level 6 (which will be separately certificated by SQA)

Unit 1: Wills, Succession and Grants of Representation; **AND** Unit  
2: Administration of Estates

Licensed Conveyancers will be exempt from the requirement to complete Unit 3: Managing Client and Office Accounts (Probate) on the basis of having already achieved the CLC Final Accounts course and/or Managing Client and Office Accounts (Conveyancing).

**Licensed Probate Practitioners** wishing to apply for a Conveyancing Licence:

- (a) are NOT required to pass the Diploma in Conveyancing Law and Practice Level 4, but
- (b) must complete the following two units in the Diploma in Conveyancing Law and Practice, Level 6 (which will be separately certificated by SQA):

Unit 1: Landlord and Tenant; **AND**  
Unit 2: Conveyancing Law and Practice

Licensed Probate Practitioners will be exempt from the requirement to complete Unit 3: Managing Client and Office Accounts (Conveyancing) on the basis of having already achieved the CLC Final Accounts course and/or Managing Client and Office Accounts (Probate).

**NOTE 1.** ALL CLC licence applicants must provide a **Statement of Practical Experience** for the service they intend to provide (conveyancing/probate), verified by an Authorised Person in order to become eligible to apply for a CLC licence.

**NOTE 2.** Where appropriate conveyancing or probate supervision **cannot** be provided by the CLC Lawyer's employer other appropriate supervision arrangements must be secured from another appropriate business; and be agreed with the CLC **BEFORE** the period of practical experience begins and any conveyancing/probate services are provided to the public. Email [traineelawyer@clcuk.org](mailto:traineelawyer@clcuk.org)

### **Continuing recognition of prior Educational Achievements (entitlement to apply for a CLC Licence)**

**Anyone** wishing to apply to the CLC for a Licence who passed one or more units of a Level 6 legal course over six years ago, but has not yet completed that course, must satisfy the CLC that their specialist conveyancing/probate knowledge is up to date.

The CLC accepts a pass on the specialist conveyancing/probate units on the CLC Diplomas at Level 6 (or equivalent) as evidence of up to date specialist conveyancing/probate knowledge.

1. Conveyancing Trainees resuming studies at Level 6 must pass UNIT Conveyancing Law and Practice in addition to any remaining Level 6 UNITS which they have not previously PASSED or from which they have NOT been exempted.
2. Probate Trainees resuming studies at Level 6 must pass UNITS Law of Wills, Succession and Grants of Representation and Administration of Estates in addition to any remaining Level 6 UNITS which they have not previously PASSED or from which they have NOT been exempted.

**NOTE 1.** This requirement does not apply to Licenced Conveyancers, Licenced Probate Practitioners, Solicitors and Fellows of Chartered Institute of Legal Executives, who already hold a valid licence and who wish to apply to the CLC for a conveyancing and/or probate licence. See requirements for Qualified Lawyers.

**NOTE 2.** This requirement does not apply to units passed at Level 4, or to Conveyancing and Probate trainees resuming studies at Level 4.

**NOTE 3.** ALL students resuming studies must request a Record of Achievement (RoA) from the CLC in order to gain exemption to the equivalent units on the new Diplomas. Training Providers are NOT able to grant exemptions unless students have provided a RoA. To request a RoA students must provide their original certificates for each unit passed. The CLC cannot guarantee verification of past PASSED units, unless students provide their original certificates.

Please email your RoA request to [traineelawyer@clc-uk.org](mailto:traineelawyer@clc-uk.org) and include any copies of your original certificates. RoAs will only include PASSED units eligible to receive exemptions. Licence holders will not need to be issued with a RoA.

END